

# GUIDELINES

## FOR DOCUMENTING VIOLATIONS

In order for law enforcement authorities to respond to a reported violation in a timely manner and to successfully apprehend and prosecute violators, certain information is critical. This information must be accurately documented and reported to authorities immediately.

**REMEMBER: WITNESSES ARE NOT TO APPROACH OR CONTACT VIOLATORS.**

The following list is provided as a suggested guideline for obtaining and documenting necessary information.

1. Type of violation:(e.g. approach, harassment, other)

2. Date:

3. Time:

4. Location of violation:

5. Type of vessel/equipment used in violation

- Color(s):

- Length:

- Name/Home port:

- Identification numbers:

- Other descriptions:

- Last known direction headed:

- Speed:

6. Weather on scene:

7. Visibility:

8. Sea conditions:
9. Behavior of animals prior to, during, and after incident:
10. Photographs/Video taken or available:
11. Description of violation or comments: (Use additional sheets if necessary)

12. Reporting party's name: (Please Print)
13. Temporary address & telephone number if non-resident:
14. Permanent address & telephone number:
15. Other witnesses:

Signature \_\_\_\_\_ Date \_\_\_\_\_

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